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| **FORM UPR8B** Annual Review – Supervisor Progress ReportTo cover progress over the period since the previous review (or start of the programme if in first year) | | | | | http://www.port.ac.uk/departments/services/marketingandcommunications/corporateidentity/logo/filetodownload,199986,en.jpg |
| **Postgraduate Research Student (PGRS) Information** | | | **Student ID:** | |  |
| **PGRS Name:** |  | | | | |
| **Department:** |  | **Start Date:**  (Progression date for Professional Doctorate students) | |  | |
| **First Supervisor:** |  | **Second Supervisor:** | |  | |
| **Third Supervisor:**  (if appropriate) |  | **Review Cohort and Year of Review Submission:**  (Oct, Feb, Apr, June and Year) | |  | |

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| **Study Mode and Route:** | Part-time  Full-time |  | MPhil  PhD |  | Integrated Doctorate  MD  Professional Doctorate |  |

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| **Annual Progress Review – Supervisor Report** | | | | | | |
| If you are happy to share a copy of this Supervisor Report with the PGRS prior to the progress review meeting then please do so. However, this report will be shared within the University and will be made available to the PGRS if requested. A copy will also be kept on file. | | | | | | |
| 1 | Has the PGRS met their expected level of attendance?  (As agreed at previous supervisory meeting when expected schedule of attendance was discussed. A suggested schedule is included in the Handbook for Postgraduate Research Supervisors) | 1 2 3 4 5    (1 = highly unsatisfactory, 5 = highly satisfactory) | | | | |
| 2 | What has been their level of commitment over the last year?  (As agreed at previous supervisory meeting when level of commitment was discussed) | 1 2 3 4 5    (1 = highly unsatisfactory, 5 = highly satisfactory) | | | | |
| 3 | Has their progress been satisfactory during the last year?  (As agreed at previous supervisory meeting where aims and objectives were discussed) | 1 2 3 4 5    (1 = highly unsatisfactory, 5 = highly satisfactory) | | | | |
| 4 | As a Supervisory Team, have you had regular satisfactory contact with the PGRS? | | | | YES NO |  |
| In the past 12 months the number of formal\* meetings with the PGRS and First Supervisor | | | |  | |
| In the past 12 months the number of formal\* meetings with the PGRS and other members of the supervisory team | | | |  | |
| In the past 12 months the number of formal\* meetings with the PGRS and all the supervisory team together | | | |  | |
| Has an email or SkillsForge record of every formal\* meeting been made and confirmed by you as an accurate record? If not, please give reasons?    Format of record: Email  SkillsForge  Other | | | | YES NO |  |
|  | **\*Formal meetings between supervisors and PGRS**  A formal meeting between the PGRS and member(s) of the supervision team would normally be prearranged, may have an agenda and will normally result in meeting notes with a list of actions, to be followed up in a subsequent formal meeting. It would be reasonable to expect that such meetings would last at least half an hour. Where it is not possible to meet in person, a telephone or video conference link may need to be used instead. Informal meetings (such as chance meetings in the coffee room/corridor) are less structured, not pre-arranged and are unlikely to result in formal meeting notes with a list of actions. | | | | | |
| 5 | All PGRS are expected to undertake ten days (full-time PGRS) and five days (part-time PGRS) of research development activity during each year of registration.  SkillsForge should be used to record all research training and personal development undertaken. In addition to sessions undertaken through the GSDP other personal and research development events can be entered into SkillsForge. | | | | | |
| Have you discussed research training needs with the PGRS? | | | | YES NO |  |
| Do you feel their research training needs have been met this year? | | | | YES NO |  |
| Have you discussed and agreed the research training for the next year? | | | | YES NO |  |
| Have you discussed the PGRS’ future career and employability and the resources available to them? | | | | YES NO |  |
| 6 | Are there any problems or issues regarding facilities or resources? | | | | YES NO |  |
| If Yes, please provide details: | | | |  | |
| 7 | Is the PGRS’ level of written communication skills satisfactory for writing a thesis? | | 1 2 3 4 5    (1 = highly unsatisfactory, 5 = highly satisfactory) | | | |
| Is the PGRS’ level of oral communication skills satisfactory for defending the thesis at a *viva voce*? | | 1 2 3 4 5    (1 = highly unsatisfactory, 5 = highly satisfactory) | | | |
| 8 | A copy of the last year’s relevant Progress/Decision report will be made available to the panel (where available). Are there any outstanding objectives or recommendations? | | | | YES NO |  |
| If Yes, why? | | | |  | |
| 9 | Have objectives and priority tasks for the year ahead been agreed with the PGRS? | | | | YES NO |  |
| 10 | In your view is the PGRS progressing satisfactorily?  (If No, please provide details in Section 12 below ) | | | | YES NO |  |
| 11 | In your view should they be permitted to progress to the next year?  (If Yes with concerns or No, please provide details in Section 12 below) | | | YES  YES WITH CONCERNS  NO | |  |
| **Consideration of Working with Others**  If any PGRS is to be working away from the University at a third party institution, organisation or anywhere else other than the University Campus for more than 5 days per year you must refer to the Code of Practice for Work-based and Placement Learning and other documents at the website below and seek further guidance from the Research Section, Academic Registry <http://www.port.ac.uk/departments/services/academicregistry/qualitymanagementdivision/workbasedandplacementlearning/> | | | | | | |

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| 12 | Briefly comment on the PGRS’ progress to date, include any feedback, comments or concerns: | | | |
| 13 | Are you aware of any personal or extenuating circumstances that have impacted the PGRS’ studies during the last year? If so, please provide details and indicate any action taken: | | | |
| 14 | Expected thesis submission date: |  | | |
| If thesis deadline is in the next year, have the examiners been considered? | | YES NO |  |

All supervisors must see and acknowledge this UPR8B Form. This can be done either by signing the form (inserted (JPEG) electronic signature at picture icon(s)) or forwarding an email to [annualreview@port.ac.uk](mailto:annualreview@port.ac.uk) to confirm. Any forms without all necessary signatures will be returned.

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| Signed:  (First Supervisor) | Date: |
| Signed:  (Second Supervisor) | Date: |
| Additional comments from second supervisor: | |
| Signed:  (Third Supervisor) | Date: |
| Additional comments from third supervisor: | |

**This form must be submitted to** [**annualreview@port.ac.uk**](mailto:annualreview@port.ac.uk) **by the relevant deadline date.**

**October intake – 30 September**

**February intake – 31 January**

**Apr intake – 31 March**

**June intake (on exceptional approval) – 31 May**

**PGRS will also be required to submit the relevant evidence, as agreed by FRDC and published on the Annual Review website[[1]](#footnote-1) by the above date.**

1. [↑](#footnote-ref-1)